

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

AMENDED

POSTING NUMBER: HR-0072

ISSUE DATE: August 30, 2016

TITLE: Compliance Officer 2, Code Enforcement

CLOSING DATE: September 13, 2016

DIVISION/UNIT: Codes and Standards /Bureau of Housing Inspection

LOCATION: DCA Building, 101 S Broad Street, 3rd Floor, Trenton

SALARY RANGE: I22: \$53,315.21-\$75,547.28

POSITION(S): 1

DISTRIBUTION: Statewide

DESCRIPTION OF MAJOR DUTIES:

In the Division of Codes and Standards, Bureau of Housing Inspection, Code Administration Unit is responsible for the maintenance of the Bureau inspection reports for proper service and to secure abatement of cited violations. Assist property owners in registering their properties, review correspondence for extensions and to prepare cases to be referred to the Compliance Unit for penalty enforcement; does other related duties.

REQUIREMENTS:

EXPERIENCE:

Seven (7) years of experience involving the research, interpretation or application of administrative codes, statutes and/or technical codes of a governmental regulatory program.

NOTE: A Bachelor's degree may be substituted for four (4) years of experience as indicated above.

NOTE: A Master's degree in Engineering, Planning, or Architecture may be substituted for five (5) years of experience as indicated above.

NOTE: A LLB or Juris Doctor degree may be substituted for seven (7) years of experience as indicated above.

LICENSE:

Appointees will be required to possess a driver's license in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

☒ A promotional or open competitive list exists.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0072
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of the resume.

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer

